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C O N F I D E N T I A L

DD/I NOTICE
No. 20-560-2/1

DD/I N 20-560-2/1
11 December 1958

PROCEDURE FOR FILLING CERTAIN DD/I VACANCIES

Rescission: DD/I Notice No. 20-560-2,
Dated 9 October 1956

1. The herein outlined procedure will be followed in the selection of personnel to fill all DD/I professional vacancies in grades GS-11, 12, 13, 14 and 15 and all clerical vacancies in grades GS-7 and above.

2. A vacancy for the purposes of this notice is defined as any ceiling position at one of the aforementioned GS levels in which there is no incumbent or which is to be vacated in the foreseeable future and is not scheduled to be filled by:

a. specific returnee from a DD/I overseas assignment, project detail, extended training assignment or the like;

b. a direct exchange with the incumbent of another position under the jurisdiction of the same AD;

c. an on-duty employee of the same grade as the vacancy who is double incumbered against another position when the office concerned has an on-duty strength in excess of its approved ceiling.

3. This program will be administered by the Office of the A/DD/I (Admin.) with the assistance of the administrative officers of the DD/I Offices and the DD/I Placement Officers, OP.

4. As vacancies in the categories indicated in para. 1 above occur or are anticipated, the office having the vacancy will prepare a Vacancy Notice outlining the duties of the position and the qualifications required of the incumbent. This completed form will be reproduced by the originating office and disseminated to each office in the number of copies indicated in Attachment 1.

5. Each office may nominate not more than two candidates for each vacancy. The Office Career Service Board may be the most appropriate mechanism for deciding on the nominees. These nominees

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will be the best qualified and most deserving of all interested individuals considered eligible. In making the nominations each office will fill in two copies of the Nomination for Vacancy Form giving a summary of the person's educational background, work experience, etc. One copy of the completed form will then be sent to the A/DD/I (Admin.) and one copy to the office having the vacancy.

6. The receiving office will review the qualifications of the nominees and will personally interview those in whom the office is definitely interested based on a review of the individual's qualifications. When the office has selected the person it desires to fill the vacancy the A/DD/I (Admin.) and all offices which have proposed nominees will be notified.

7. Practical deadlines will be set by the office having the vacancy so that vacancies will be left unfilled for the shortest possible period consistent with conducting an effective search for candidates.

8. It is expected that many vacancies will be filled by personnel from the component in which the vacancy exists. However, qualified and deserving individuals who might otherwise have had no opportunity to be placed outside of their immediate office will be found. This system will continue to broaden reassignment opportunities and ensure placing the best qualified DD/I person in the vacant position.

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ROBERT AMORY, JR.
Deputy Director (Intelligence)

Attachment

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ATTACHMENT 1

DD/I W 20-560-2/1
11 December 1958

NUMBER OF COPIES OF VACANCY NOTICE REQUIRED

25X1

S E N D T O

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<u>OFFICE</u>	<u>NUMBER</u>	<u>ADMINISTRATIVE OFFICER</u>	<u>ROOM and BLDG.</u>	<u>NOTE.</u>
O/DD/I	2	<div style="border: 1px solid black; width: 200px; height: 200px;"></div>	7E32 Hqs.	<div style="border: 1px solid black; width: 50px; height: 200px;"></div>
ONE	1		7E48 Hqs.	
OBI	12		2E24 Hqs.	
OSI	24		7E33 Hqs.	
OSI	35		6E24 Hqs.	
OCR	40		2E61 Hqs.	
OCR	16		4E29 Hqs.	
NPIS	35		605 5th St.	
OD				
AD	3		402 1717 H St.	
Contract	3		433 1717 H St.	
FRID	4		422 1717 H St.	
FTD	6		304 1717 H St.	
FOO/OP	8		5E54 Hqs.	
OTR/JOIF	1		1E0009 Hqs.	
	<u>190</u>			

Date: 11 December 1962

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DD/I NOTICE
No. 20-560-2/2

DD/I N 20-560-2/2
14 April 1959

PROCEDURE FOR FILLING CERTAIN DD/I VACANCIES

Supplement to: DD/I N 20-560-2/1,
Dated 11 December 1958

1. Establishment of the so called "flexible T/O" [redacted] with the grouping of flexible positions on the staffing complements may create certain problems in the administration of the subject procedure. The following general guidelines are set forth:

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a. The transfer of a ceiling space and the incumbent from one flexible position to another will in no way create a vacancy.

b. As a general rule, the augmentation of one flexible position at the expense of another, where there is no incumbent of the latter position to transfer, will create a vacancy.

2. If other questions arise in connection with this procedure, please call the Assistant to the DD/I (Administration), extension 641, for guidance.

[redacted]
ROBERT AMERY, JR.
Deputy Director (Intelligence)

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